How to send bibliographic records for loading into the NHU-PAC

When you download records from the NHU-PAC you should be adding holdings for your library via the web interface. If you have MARC records from sources other than the NHU-PAC those records may be sent to NHSL – Network Services and holdings will be added to the appropriate NHU-PAC record to represent those items.

You may send MARC records to NHSL – Network Services as email attachments, on 3.5" floppy disks, or on CD-ROM. Following these guidelines will help to ensure that your holdings are properly reflected in the NHU-PAC. Files submitted according to these guidelines will be processed in the order they are received.

If you are sending files of records

- Only MARC records should be sent
- Individual files should contain no more than 250 records and ideally no fewer than 10
- Do not send files of records exported from the NHU-PAC
- It is NOT advisable that you send us your ONLY copy of any file – if you do so, it is at your own risk

If you are sending files by email

- Address your message to **nhu-pac@library.state.nh.us**
- The subject of your email message MUST begin with the word "upload"
- Every file you send MUST have a unique name. We recommend that you use your HSA code followed by the date the file was created as the name of the file. For example: A file created by NHSL (HSA code NHSS) on March 22nd would be named NHSS0322.dat
- Please answer ALL the questions from the *MARC records form* in your message
- Keep a backup copy of the file(s) you sent for at least 2 weeks after you get a message from us that we received your file(s).

If you are sending files by van delivery or US Mail

- Put a return address on the envelope.
  Materials received without return addresses on them will be discarded unopened.
- Include a separate *MARC records form* for each file submitted unless ALL the records are from the same source and have IDENTICAL formats.
- Disks should contain only files for us to process. Do not send us media with extra files on it.
- All disks sent to us must be labeled so that we know who sent them. Your library's name & HSA code written on the disk label is ideal.
- When feasible, please name your files using your HSA code followed by the date the file was created. For example: A file created by NHSL (HSA code NHSS) on March 22nd would be named NHSS0322.dat
- Keep a backup copy of the file(s) you sent until you receive your disk back from us.
- It is highly recommended that you use protective mailers when sending disks. Mark the mailer with your library's name and HSA code and put it in a regular envelope. Your protective mailer will be returned to you with your disks.

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20 Park Street, Concord, NH 03301 NHAIS Help Desk 271-2141